

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2012-068 Issue Date: 07-17-12 Closing Date: 07-30-12

**2nd Advertisement
Program Manager
Veteran's Affairs
Department of Health & Human Services
Hourly Wage: DOQ/Full-Time/Regular/Supervisory**

Is responsible to administer the Veteran's Affairs Program. Interprets and applies established policies, procedures, and guidelines. Identifies resources to assist Veterans and their families with housing, employment, education, training, health care, and other social services issues. Provides technical assistance to access benefits from federal, state and other agencies. Develops and implements a system to obtain Veterans input to identify their needs and plan activities. Serves as an advocate and provides assistance to prepare position papers, letters, etc. to change and amend legislation and regulations that currently prevent Veterans from participating in certain programs and resources.

Knowledge, Skills and Abilities:

- Knowledge of federal and state regulations, legislation, and policies applicable to Veterans benefits and issues.
- Knowledge of administrative and management principles and practices.
- Knowledge of current legislation, policies, trends, and developments in the Veterans Administration.
- Knowledge of the Veterans Integrated Services Network (VISN) Groups.
- Ability to become a certified Veterans Affairs Accredited Service Officer by attending the TRIP training (Training, Responsibility, Involvement, Preparation of Claims).
- Ability to comprehend and interpret laws that pertain to Veterans.
- Ability to utilize the Code of Federal Regulations (CFR), Section 38, Pension, Bonuses, Veterans Relief.
- Ability to establish and maintain effective working relationships.
- Ability to effectively communicate both verbally and in written form.
- Ability to utilize standard office machines such as a computer, assorted software, typewriter, calculator, copier, and fax.

General Recruiting Indicators:

- BA degree in business or public administration required and one year work experience in a related position. **OR**, five years work experience in a related administrative-management position.
- Honorable Discharge documents required with copy of DD-214.
- Must be enrolled Yakama.

Necessary Special Requirements:

- Must possess a valid Washington State Driver's License.
- Ability to obtain a Yakama Nation Driver's Permit.
- Must pass a pre-employment drug and alcohol test.